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INTERNATIONAL COPPER STUDY GROUP
Inaugural Meeting
Geneva, 22 June 1992
Agenda item 8

RULES OF PROCEDURE OF THE

INTERNATIONAL COPPER STUDY GROUP

Headquarters

Rule 1

The headquarters of the Group shall be in .... until the Group decides otherwise.

Official and working languages

Rule 2

The official and working languages of the Group for interpretation purposes at general and special sessions and for all official documents relating to the general and special sessions shall be Chinese, English, French and Spanish. The Group may consider other official and working United Nations languages to be used as official and working languages of the Group taking into account the membership of the Group.

Rule 3

Written communications to the Group may be made in any of the official languages.

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Sessions

Rule 4

The Group shall hold its regular general session each calendar year normally at its headquarters at such a date as it may decide. If the Group decides to hold the session not at its headquarters, it may do so provided any additional expenses over and above the cost of holding the meeting at the headquarters are not incurred by the Group.

Rule 5

The Group may hold special sessions whenever so requested by a simple majority of its members, or by the Secretary-General in agreement with the Chairman.

Rule 6

Notice of any session and the provisional agenda for the session shall be communicated to the members by the Secretary-General in consultation with the Chairman at least 30 days in advance, except in cases of emergency, when a notice must be communicated at least 15 days in advance. In cases of emergency, the notice shall state the nature of the emergency.

Rule 7

The provisional agenda for each session shall be prepared by the Secretary-General in consultation with the Chairman. If a member wishes a particular matter to be discussed at a session the member shall, if possible, notify the Secretary-General 60 days before the commencement of the session, including in that notification a written explanation.

Rule 8

Each member shall endeavour to notify the Secretary-General not later than five days before the commencement of the session of the names of the delegates, alternates and advisers designated to represent it at a session.

Conduct of business

Rule 9

The quorum for any session shall be the presence of two-thirds of the members.

Rule 10

The Group shall elect for each calendar year a Chairman, a First Vice-Chairman and a Second Vice-Chairman.

Rule 11

In the temporary absence of the Chairman, his/her duties shall be exercised by the First Vice-Chairman, or in his/her absence, by the Second Vice-Chairman. In the event of the permanent absence of all of them, the Group, which shall be temporarily presided over by the Secretary-General, may elect new officers for the remainder of the calendar year from among the delegates as may be required.

Rule 12

All decisions, except as otherwise specified in the terms of reference or in these rules of procedure, shall be taken by consensus and without a vote. No vote shall be taken until the Chairman determines that all efforts to achieve a consensus have been exhausted. If a vote is required on decisions concerning the budget, any amendment to the budget, financial matters, the work programme or the calendar of meetings, a two-thirds majority of the members present and voting will be necessary to confirm those decisions. If a vote is necessary, it may be taken by a show of hands, roll-call or secret ballot. A quorum is required for the adoption of all decisions.

Rule 13

During the discussion of any matter, a delegate may raise a point of order and may move the closure or adjournment of the debate. In each such case the Chairman shall immediately state his/her ruling, which shall stand unless overruled by a simple majority of the members present.

Rule 14

Each member State shall be entitled to one vote.

Rule 15

A delegate exercising the function of the Chairman shall have no vote while presiding, but may appoint another member of his/her delegation, or of another delegation to vote in his/her place.

Rule 16

When abstaining a member shall be deemed not to have cast its vote.

Rule 17

The Chairman of the Standing Committee may arrange for the Group to reach decisions on any matter by correspondence. For this purpose a communication shall be sent to members inviting them to record their views or votes within a specified time-limit, which shall not be less than 45 days. The communication shall state clearly the matter at issue and the proposals in respect of which members are invited to decide for or against. At the end of the specified time, the Secretary-General shall notify all members of the decision reached. If the replies of three or more members contain objections to the use of the correspondence procedure to decide the matter at issue, no decision will be taken and the matter shall be held over for decision at the next session of the Group.

Rule 18

Minutes of each session shall be prepared by the Secretary-General and shall consist of a summary record of the proceedings, including details of decisions taken; such record shall be provisional in the first instance. If any delegation wishes to amend any of its statements reported in the provisional record, such amendment shall be made by notification to the Secretary-General within 30 days of the issue of that record and no other changes shall be made unless approved by the Group at its next session.

Rule 19

Information which is the property of the Group, reports of proceedings and all other documents of the Group and its various committees and other bodies shall be confidential until and unless the Group, or the Standing Committee as appropriate, decides otherwise.

Rule 20

Meetings of the Group shall be private unless the members present decide otherwise.

Rule 21

The Group shall keep such records as are required for the performance of its functions under the terms of reference.

Rule 22

The Group may invite any non-member State or any appropriate intergovernmental or non-governmental organization interested in some or all aspects of the copper economy to attend, as observers, any of the meetings of the Group.

Finance

Rule 23

The budget of the Group shall be prepared and the accounts kept in the currency of the host country, provided it is a freely convertible currency. The financial year of the Group shall be from 1 January to 31 December. The initial budget shall be prepared and approved by the Group at its first session. Thereafter, the annual budget for the ensuing year shall be drawn up by the Secretary-General and forwarded to members at least 30 days prior to consideration by the Standing Committee. The budget shall be approved by the Group at its general session.

Rule 24

Following approval of the budget, the Secretary-General shall immediately notify each member of the amount of its contribution in accordance with paragraph 15 of the terms of reference. Contributions shall be due and payable in the currency of the host country on 1 January of the financial year in question and must be paid by 30 June of the same year. Should any member not have paid its contribution by the time of the session of the Standing Committee in the second half of the financial year, it shall explain the delay at that session. All members in arrears at that time for the preceding financial year shall be deprived of their voting rights and may, by decision of the Group, be suspended from membership for so long as they remain in arrears.

Rule 25

Any member joining the Group in the course of a financial year shall pay a pro rata contribution for the remainder of the year. Contributions received from new members shall not affect contributions by existing members in the financial year in question, but shall be taken into account in assessing contributions in the ensuing year.

Rule 26

The scale of budget contributions may be set or amended only by the Group, and at a general session or special session. The scale of contributions shall normally be determined by consensus at the last scheduled session of each year for the ensuing year. If a vote is necessary, a two-thirds majority vote of the members present shall be required.

Rule 27

The Secretary-General shall be responsible for the administration of the Group's accounts.

Rule 28

The Secretary-General shall circulate annually to all members a statement of account certified by the Chairman of the Finance Committee who is the member of the Standing Committee responsible for financial matters, the Secretary-General and an independent auditor of recognized standing.

Rule 29

The adoption of the budget shall be the authority to incur the expenditures set out therein. Within the limit of the overall budget and with the approval of the Standing Committee through such mechanisms as it may establish, any appropriation under any one heading of the budget may be applied to any other heading.

Rule 30

Travel and subsistence expenses of delegations of members to the Group or to any of its subordinate bodies shall not be a charge upon the funds of the Group.

Standing Committee

Rule 31

The Standing Committee shall elect for each calendar year its Chairman, two Vice-Chairmen and the Chairman and four other members of its Finance Committee.

Rule 32

The Standing Committee shall be governed by the rules of procedure established by the Group but these rules may be supplemented by the Committee's own rules where the authority therefor has been delegated by the Group.

Rule 33

The Standing Committee shall hold at least two regular sessions each calendar year normally at the headquarters of the Group. Any additional expenses of holding the session other than at the headquarters which are over and above the cost of holding the session at the headquarters shall not be incurred by the Group. As a general rule, at least one session shall be held in conjunction with the regular general session of the Group and one session shall be held in the half of the year other than that in which the regular general session is held.

Rule 34

The Standing Committee shall keep the copper situation under review and make such recommendations to the Group as it may deem advisable. It shall carry out such other tasks as may be delegated to it by the Group. In addition, it shall exercise appropriate responsibility for the work of the secretariat's preparation of a draft budget and other financial action in accordance with rule 23. All financial transactions on behalf of the Group shall be notified regularly to the Standing Committee.

Other committees or bodies

Rule 35

The Group may establish subsidiary committees or bodies and delegate to one or more of them the exercise of any of its powers, except those which, in accordance with the provisions of its terms of reference, require a two-thirds majority vote of the members present. Notwithstanding such delegation, the Group may at any time discuss and decide any issue that may have been delegated to any of its subsidiary committees or bodies.

Rule 36

Officers of subsidiary committees or bodies established by the Group shall be elected each calendar year.

Rule 37

Subsidiary committees or bodies shall report without delay to the Group and at least once a year on their work and on all decisions taken by them.

Rules 38

The Group may revoke any power delegated to a subsidiary committee or body.

Secretariat

Rule 39

The Group shall appoint the Secretary-General for a fixed term of up to four years, with the possibility of reappointment for one additional term.

Rule 40

The terms and conditions of appointment of the Secretary-General and the terms and conditions of employment of staff shall be determined by the Group and shall include provisions expressly prohibiting any conflict of interest.

Rule 41

The Secretary-General shall appoint the staff in accordance with decisions of the Group. The number of staff to be appointed shall be determined by the Group. The staff shall be responsible to the Secretary-General.

Rule 42

In the performance of their duties, the Secretary-General and other staff shall not seek or receive instructions from any member or from any other authority external to the Group. They shall refrain from any action which might reflect adversely on their position as international officials ultimately responsible to the Group. Each member shall respect the exclusively international character of the responsibilities of the Secretary-General and the other staff and shall not seek to influence them in the discharge of their responsibilities.

Disputes

Rule 43

Disputes concerning the interpretation or application of these rules of procedure shall be referred to the Chairman of the Group for decision by the Group, in accordance with rule 12.

Amendment

Rule 44

The rules of procedure shall normally be amended by consensus and without a vote. If a vote is necessary, it shall be required that the amendment shall be adopted successively by the Standing Committee and by the Group in general session by a three-quarters majority vote of the members of the Standing Committee and of the Group, respectively. Proposed amendments shall be circulated by the Secretary-General to all members at least sixty days in advance of the session. Votes may be cast by correspondence.